

**BY ORDER OF THE COMMANDER
94TH AIRLIFT WING**

94TH AIRLIFT WING INSTRUCTION 21-102

25 OCTOBER 2012



Maintenance

**PERIODIC SCHEDULING AND CONTROL
OF TEST, MEASUREMENT AND
DIAGNOSTIC EQUIPMENT (TMDE)**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

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OPR: 94 MXS/MXMVC

Certified by: 94 MXG/CC
(Lt Col Augusto Casado)

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This instruction implements and extends the guidance of AFPD 21-1, *Air and Space Maintenance* and T.O. 00-20-14, *Air Force Metrology and Calibration Program* and establishes procedures for the control of Test, Measurement and Diagnostic Equipment (TMDE) for the 94 MXG and 94 MSG/SGPB, Dobbins Air Reserve Base, GA and transportation of TMDE to Warner Robins Air Logistics Center (WRALC) at Robins Air Force Base, GA. All 94 MXG and 94 MSG/SGPB TMDE users are responsible for ensuring compliance with all actions described. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF) AF Form 847, *Recommendation for Change of Publication*; route AF 847 from the field through the appropriate functional chain of command.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision reflects changes in paragraph 6; deletes 94 CBCF from the list. **Attachment 2** is a sample of the PMEL Driver Schedule. The actual schedule for the current calendar year will be posted on the LAN at \\mgefs05\public\pmel.

1. Responsibilities: Owning organizations will:

- 1.1. Use Air Force Material Command, WRALC PMEL web site: <https://femweb.robins.af.mil>, for all procedures involving scheduling, adding, deleting, inventory reports and status reports of TMDE equipment.
- 1.2. Ensure TMDE items due calibration are delivered to the PMEL Drop-Off/Pick-Up Point in Building 838, Room 1424, by 1400 of every third Wednesday (see current PMEL driver schedule on Attachment 2).
- 1.3. Ensure that TMDE items returned from calibration are picked up from the PMEL Drop-Off/ Pick-Up Point by 1600, of the following Friday.

2. Driver/Unit Responsibilities:

- 2.1. All TMDE coordinators/drivers must complete, TMDE Coordinator training IAW T.O. 00-20-14, paragraph 3.6a.
- 2.2. All TMDE coordinators shall maintain a TMDE coordinator binder that includes:
 - 2.2.1. Name of primary TMDE coordinator or alternate.
 - 2.2.2. TMDE Master ID Listing.
 - 2.2.3. TMDE Monthly Master Equipment Schedule.
 - 2.2.4. MET 134, copy 2 hand receipts for equipment at PMEL.
 - 2.2.5. A copy of this Air Wing Instruction, 94 AWI 21-102.
 - 2.2.6. Any customer handouts provided by PMEL.
 - 2.2.7. Special Certification Roster (SCR) listing, identifying persons designated as calibration limitation approval authority.
- 2.3. All TMDE owning organizations identified in the schedule, will furnish drivers for the trip. The driver will:
 - 2.3.1. Adhere to the published driving schedule and the unit will rectify any problems. If for any reason your unit is unable to provide a driver when scheduled, it is your responsibility to find a suitable replacement, not the other unit's driver or the OPR's.
 - 2.3.2. Pick up vehicle prior to 1500 every third Wednesday (see PMEL Driver Schedule) from the Base Motor Pool.
 - 2.3.3. Ensure padding for TMDE is placed in the vehicle before loading equipment for transportation.
 - 2.3.4. Inventory all equipment listed on the TMDE inventory spreadsheet and load only equipment identified on the list.
 - 2.3.5. On Thursday, per PMEL Driver Schedule, deliver TMDE to RAFB PMEL and have TMDE inventory sheet signed as a receipt. Deliver any additional paperwork to the Lab personnel, such as warranty information.
 - 2.3.6. Pick up completed TMDE with signed Robins PMEL inventory sheet ensuring all items on the list are loaded on the truck.

2.3.7. Return to DARB with TMDE and both signed inventory sheets, listing the items delivered and picked up.

2.3.8. Unload equipment and secure in the PMEL Drop-Off/ Pick-Up Point; place all paperwork in the IN basket.

2.3.9. Ensure that vehicle is serviced and returned to Vehicle Operations as soon as possible. The driver will report any discrepancies noted to the Vehicle Operations Officer.

3. Base Transportation Responsibilities: Base transportation will receive a copy of the current CY PMEL driving schedule. Vehicle Operations scheduler will ensure a covered vehicle, suitable for transporting and securing sensitive equipment is available by 1400 hours every third Wednesday, according to the schedule, for pickup by the PMEL driver.

4. OPR Responsibilities: The OPR is responsible for the preparation of this instruction, and the yearly schedule only. In addition the OPR will retain pick-up/drop-off inventory sheets for one year. Any other TMDE issues are the responsibility of the Equipment Custodian and the scheduled PMEL driver.

5. Security: If classified data/equipment is being transported, the driver and helper must have a security clearance equal to or higher than the classification of the transported items. Drivers are responsible for security of all equipment in their possession.

6. Organizations Supported: The following organizations require support for transporting TMDE to and from RAFB, GA.

- 6.1. VDB – 44, 47-48, 50-55, 57, 59 = 94 MXS
- 6.2. VDB – 46 = Trans Alert
- 6.3. VDB – 56 = 94 AMX
- 6.4. VDB – 99 = 94 SGPB

TIMOTHY E. TARCHICK, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

T.O. 00-20-14, *Air Force Metrology and Calibration Program*, 30 September 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

CY—Calendar Year

OPR—Office of Primary Responsibility

PMEL—Precision Measurement Equipment Laboratories

RDS—Records Disposition Schedule

SCR—Special Certification Roster

TMDE—Test Measurement and Diagnostic Equipment

Attachment 2

SAMPLE OF PMEL DRIVER SCHEDULE

MEMORANDUM FOR ALL PME OWNING ORGANIZATIONS

FROM: 94AW/CC

SUBJECT: PMEL Driver Schedule

The following is the 20XX PMEL Driver Schedule for Dobbins ARB. The following organizations are listed with the PMEL Services Branch, WR-ALC/TIPLS as having PMEL Accounts. If there are any discrepancies with this schedule, i.e. incorrect office symbols, you don't have an account, or you have been left off the schedule, please notify the OPR. In accordance with 94 AWI 21-102, paragraph 2.3., all TMDE owning organizations will furnish drivers. If for any reason a unit cannot make their scheduled trip, it is that unit's responsibility to find a replacement driver. Applicable Group Commander's will be notified if unit does not meet their commitment.

| DATE | OFFICE SYMBOL | PHONE | DATE | OFFICE SYMBOL | PHONE |
|--------|--------------------|-------|--------|--------------------|-------|
| 20 Jan | MXMVE | 3719 | 10 Feb | MXMM | 3076 |
| | MXMVC | 4927 | | MXMP | 5263 |
| 3 Mar | MXMVE | 3719 | 24 Mar | MXMM | 3076 |
| | MXMVG | 4925 | | MXMCE | 4936 |
| 14 Apr | MXAA | 4944 | 5 May | MXMCF | 5641 |
| | MXMFN | 4931 | | MXMG | 4477 |
| 26 May | MXMVE | 3719 | 16 Jun | 94MSG/SGP B | 5990 |
| | MXMVC | 4927 | | MXMFS | 4933 |
| 7 Jul | MXMVE | 3719 | 28 Jul | MXMP | 5263 |
| | 94MXG/MX Q | 5364 | | MXMG | 4477 |
| 18 Aug | MXMM | 3076 | 8 Sep | MXMVE | 3719 |
| | MXMFN | 4931 | | MXMVG | 4925 |
| 29 Sep | MXMCP | 4896 | 20 Oct | MXMVG | 4925 |
| | 94MXG/MX Q | 5364 | | MXMCE | 4936 |
| 10 Nov | MXMP | 5263 | 1 Dec | MXMM | 3076 |
| | MXMM | 3076 | | MXMCP | 4896 |
| 22 Dec | 94MSG/SGP B | 5990 | 12 Jan | MXMFS | 4933 |
| | MXAA | 4944 | | MXMCF | 5641 |